



Taykwa Tagamou Nation

RR#2, Box 3310
Cochrane, Ontario
P0L 1C0

Telephone: (705) 272-5766

Fax: (705) 272-5785

www.taykwatagamou.com

Employment Opportunity

HR Generalist

Location: Taykwa Tagamou Nation

Reports to: HR Manager

About the Role

The Human Resources Generalist provides administrative and coordination support across HR functions to ensure consistent, efficient, and culturally grounded HR services for Taykwa Tagamou Nation. Under the direction of the HR Manager, the HR Generalist supports recruitment, onboarding, employee records management, HR information systems, training coordination, and health & safety processes.

This role helps maintain organized and confidential HR documentation, supports respectful communication with staff and supervisors, and contributes to a positive employee experience rooted in TTN community values.

Responsibilities

- Maintain accurate employee personnel files (electronic and paper) and ensure all HR documentation is complete and up to date.
- Coordinate recruitment activities, including job postings, applications, interviews, and reference checks.
- Prepare onboarding packages and support new hire orientation sessions.
- Track probation reviews, contract renewals, and training requirements.
- Update and maintain HRIS and digital tracking systems.
- Provide employees and supervisors with accurate information about HR policies and processes.
- Draft basic HR letters, notices, and forms under the direction of the HR Manager.
- Assist in the coordination of mandatory training, training records, and renewal schedules.
- Support the health and safety documentation by organizing records, tracking required training, and preparing information for the Health and Safety Committee.
- Provide administrative support to the Payroll & Benefits Administrator during peak periods or absences.
- Respond to general HR inquiries and direct complex issues to the HR Manager.
- Assist with HR audits, reporting, and compliance tasks.
- Maintain strict confidentiality and uphold professional boundaries at all times.

Qualifications

- Certificate or diploma in Human Resources, Business Administration, or a related field. An equivalent combination of education and experience will be considered.
- CHRP or CHRL designation (completed or in progress) — asset.
- Experience working in or with a First Nation organization — asset.
- Experience using HRIS or digital record-keeping tools — asset.
- Minimum two (2) years of HR administrative or generalist experience.
- Valid Ontario Class G driver's licence and access to a reliable vehicle.
- Clear Criminal Reference Check, including Judicial Matters Check.
- Takes initiative and demonstrates a strong ability to work independently.
- Highly organized, detail-oriented, and able to manage multiple priorities effectively.
- Strong verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Consistent and accurate in completing tasks and following processes.
- Professional, respectful, and able to build positive working relationships across departments.
- First Aid/CPR and WHMIS certification (or willingness to obtain).

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

How to apply:

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

By email: resumes@taykwatagamou.com

By Fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Deadline to submit application:

December 12, 2025 before 4:30pm

Posted: November 28, 2025